



SAINT LOUIS COUNTY POLICE DEPARTMENT INTERNSHIP PROGRAM

DESCRIPTION OF INTERNSHIP PROGRAM

The St. Louis County Police Department's Internship Program is intended to provide a comprehensive overview of the entire law enforcement process for full-time college students in junior or senior status. The St. Louis County Police Intern will receive exposure to an extensive array of Department resources in each of the Department's Divisions. Interns will Ride-On-Patrol with each of the seven County Police Precincts as well as spend time with the Bureau of Communications, the Crime Scene Unit, the Police Crime Laboratory, the St. Louis County and Municipal Police Academy, the Personnel Services Unit and the Fingerprint Unit. These assignments will allow the intern to become familiar with the various Department elements while assisting these elements in their functions.

Since the County Police Department is able to offer such a diverse experience and thorough introduction to numerous aspects involved in policing, this internship program has developed not only qualified future applicants, but a reputation as one of the area's finest programs. Due to this reputation, the County Police Internship Program application process is highly competitive.

MINIMUM REQUIREMENTS

EDUCATION STATUS/EXPERIENCE: The ideal applicant would be a full-time student with junior or senior status at an accredited college or university. Each applicant should have a minimum 2.5 cumulative grade point average (GPA) on a 4.0 scale and a strong interest in a career in law enforcement.

ARREST RECORD: Must be free from conviction of a Felony or Class A Misdemeanor.

COMPETITIVE SELECTION PROCESS

All appointments to the St. Louis County Police Department Internship Program are made on the basis of an open, competitive selection process conducted under the supervision of the Personnel Services Unit. Each applicant must successfully complete each stage of the selection process before becoming eligible to proceed to the next step. The selection steps, in their order, are as follows:

ACADEMIC REFERRAL: Submit a written referral from the College/University Internship Coordinator, Advisor or Facilitator prior to being considered.

PRELIMINARY REVIEW: A review and detailed evaluation of the Internship Personal History Questionnaire and supporting documents will be conducted to determine if applicant meets the minimum recommended requirements for the position. A police record check will also be conducted.

BACKGROUND INVESTIGATION: A brief background investigation will be conducted on all internship applicants. This investigation may include all of the following: past employment record and reputation, personal and academic references, military record and criminal history (when applicable).

COORDINATOR'S INTERVIEW: A further evaluation to determine the candidate's overall fitness for the position, including professional appearance, self-expression, mental alertness and suitability for internship duties as well as the candidate's educational record and interest level in a law enforcement career.

CHIEF'S APPROVAL: A recommendation to accept an applicant into the program will be made by the Supervisor, Personnel Services Unit, through the chain of command to the Chief of Police.

SCHEDULING: Following the approval of the Chief of Police, a police report clerk designated by the Supervisor, Personnel Services Unit, will coordinate the scheduling and assignments.

PROGRAM COMPLETION: The Supervisor, Personnel Services Unit, will provide written notification to the appropriate academic personnel that the intern has or has not successfully completed the program.

APPLICATION DEADLINES: Spring – November 15th; Summer – April 15th; Fall – July 31st.